# Malteser International Europe · 51103 Cologne · Germany

**Malteser International**

**Hai Daraja near to ICRC office**

**Wau, Western Bahr el Ghazal**

**South Sudan**

**16 July 2020**

**Specification of Bidding (SOB)**

**SOB-WAU-2020-0216**

**For supply and delivery of drugs to Mary Help Association in Wau in South Sudan**

1. Annex 1: Specification of Tendering
2. Annex 2: Bill of Quantity

The tenders with questionnaires for tenders shall be submitted via E-mail to: **mb.procurement-juba@malteser-international.org**on  **20 July 2020 at or before 4:00pm**.

Thank you for your cooperation.

Yours faithfully,



|  |  |  |
| --- | --- | --- |
|  |   | Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Invitation to Tender ITT-WAU-2020-0216 MI herewith calls for tenders concerning supply and delivery of drugs to Mary Help Association in Wau in South Sudan.

Under the following reference number:

 Donor project numbers: WAU-1318

MI project number: 1318

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Maridi and Rumbek. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Call for Tenders:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure supply and delivery of drugs for Mary Help Association in Wau in South Sudan.

The technical specifications and conditions of the tendering process are described below in the Specification of tendering and in the Annex 2: Bill of Quantity which are part of this Invitation to Tenders.

Suppliers are invited to present a tender complying with the requirements here below specified.

# Tender Presentation

The tender with questionnaires for tenders shall be via E-mail to**:** **mb.procurement-juba@malteser-international.org**on **20 July 2020 at or before 4:00pm**.

* The tender shall be written in English,
* The tender should be valid for **30 days after the deadline** and
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The tender shall be typed or written and signed on each page by the legal representative of the supplier,
* The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
* The prices of the tender will be expressed in United States Dollars. The prices must be on unit price basis as well as by totals,
* The prices will be considered fixed whereas MI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by MI,
* MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

# Technical specification

Supply and delivery of drugs for Mary Help Association in Wau in South Sudan

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description of goods or services (Requirements should be clearly specified)** | **Quantity** | **Unit** |
| 1 | Inj. Ceftriazone 1 gram | 1,000 | vials |
| 2 | Inj. Quinine 600mg  | 1,000 | ampoules |
| 3 | Quinine tabs 300mg | 5,000 | tabs |
| 4 | Benzyle penicillin inj 5 million IU | 3,000 | Vials |
| 5 | Cefixime 200mg | 300 | strips |
| 6 | Quinine syrup (100ml bottle) | 700 | bottle |
| 7 | Syringes 2 ml - (ordinary, not automatic lock) box of 100 | 50 | box |
| 8 | Inj Artesunate 120 mg | 800 | vials |
| 9 | Inj Artesunate 60 mg | 800 | vials |
| 10 | Inj Artesunate 30 mg | 800 | vials |
| 11 | Salbutamol nebulizer liquid | 30 | bottle |
| 12 | Quartem adults (strips of 24) | 300 | strips |
| 13 | Tab diclofenac 50mg (strips of 10) | 300 | strips |
| 14 | quartem paediatrics (strips of 18) | 300 | strips |
| 15 | Glibenclamide 5mg (strips of 10) | 100 | strips |
| 16 | Inj Frusenamide 40mg | 20 | ampoules |
| 17 | Tab Frusenamide 20mg (stips of 10) | 20 | strips |
| 18 | Tab Erythromycin 250mg (strips of 10) | 300 | strips |
| 19 | Ampiclox syrup (100mL bottle) | 300 | bottle |
| 20 | Amoclav syrup (100mL bottle) | 200 | bottle |
| 21 | cefixime syrup (100mL bottle) | 200 | bottle |
| 22 | Omeprazole inj 40mg | 200 | vials |
| 23 | Calcium tab 500mg (strips of 10) | 30 | strips |
| 24 | Vit D tab 200IU (strips of 10) | 100 | strips |
| 25 | Metoclorpromide Inj 20mg | 50 | vials |
| 26 | Metoprolol tabs 20mg (strips of 10) | 50 | strips |
| 27 | Phenobarbitone tab 30mg (pack of 500) | 10 | pack |
| 28 | Inj insuline 100 U/1mL | 100 | vials |
| 29 | tab ciprofloxacin 500mg (pack of 1000) | 3 | pack |
| 30 | Nifidipine tab 5mg (strips of 10) | 60 | strips |
| 31 | Hydro cortizone inj 100mg | 300 | vials |
| 32 | Tab Amoclav 500mg (strips of 10) | 100 | strips |
| 33 | Female catheter 14FR | 40 | pc |
| 34 | Dexamethazone inj 4mg | 100 | vials |
| 35 | Tab Ampiclox 500mg (strips of 10) | 100 | strips |
| 36 | Ciprofloxacin infusion 500mg | 300 | vials |
| 37 | Inj B6 2mL | 500 | vials |
| 38 | omeprazole tabs 20mg (strips of 10) | 200 | strips |
| 39 | Inj Deriphyllin 2mL | 50 | vials |
| 40 | Oint. Diclofenac 10mg/g gel | 100 | tube |
| 41 | Inj diclofenac 75 mg | 300 | vials |
| 42 | Protective overall (complete covering including head) | 30 | pc |
| 43 | Protective eye glass | 30 | pc |
| 44 | Gumboots (10 S, 10 M and 10 L) | 30 | pc |
| 45 | Dettol (1L bottle) | 30 | bottle |
| 46 | Nebulizer machine | 2 | pc |
| 47 | Head cover | 500 | pc |
| 48 | Autoclave 200 liters | 1 | pc |
| 49 | Autoclave 100 liters | 1 | pc |
| 50 | Trolley - patients simple trolley | 2 | pc |
| 51 | Wheel chairs | 1 | pc |
| 52 | Weighing machine adults | 10 | pc |
| 53 | Pulse oxymetre finger | 3 | pc |
| 54 | Oxymetre, pulse handheld | 2 | pc |
| 55 | Suction apparatus | 2 | pc |
| 56 | Cannula 22G | 300 | pc |
| 57 | Naso gastric tube paediatric | 30 | pc |
| 58 | Infrared thermometer | 10 | pc |
| 59 | Oxygen mask adult with tubings | 10 | pc |
| 60 | Oxygen mask for paediatrics with tubings | 20 | pc |
| 61 | Dispensing bags (plastic, pack of 100) | 200 | pack |
| 62 | Doppler | 3 | pc |
| 63 | Transport to Wau  | 1 | lumpsum |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date  | Time\* |
| Deadline for submission of tenders | 20 July 2020 | 04:00 p.m. |
| Tender opening session | 21 July 2020 |  |
| Notification of award to the successful contractor | 27 July 2020 | - |
| Signature of service contract | 28 July 2020 | - |

\* All times are local time in Juba, South Sudan

# Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

# Language of tenders

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender’s request will be in English.

# Submission of tenders

The tender with questionnaires for tenders shall be submitted via E-mail to**:** **mb.procurement-juba@malteser-international.org**on **20 July 2020 at or before 4:00pm**.

# Content of tender

All submitted tenders must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

**Part 1 - Tender:** A tender for supply and delivery of drugs to Mary Help Association in Wau in South Sudan.

The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

**Part 2 - Legal documents**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* License to operate pharmaceutical business,
* Company’s Financial Statement of **last three months**,
* Average turnover for **the past 2 years in USD**,
* Company’s official address and
* Bank account details (where money would be paid),

## Evaluation Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be evaluated for technical compliance based on:

* Technical expertise and implementation methodology,
* Previous experience in similar project and
* Resources and key personnel.

Secondly, tenders that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole. The evaluation shall be in accordance with the provisions of this ITT and in accordance with the following weighting:

|  |  |
| --- | --- |
| **Title** | **Maximum Points** |
| 1. Technical Proposal | 80 |
| 2. Financial proposal  | 20 |
| **Total maximum points to be attributed** | **100** |

* The set criteria shall be used to determine the most economically advantageous tender for contract award,
* The Bidder’s initial proposal should contain the offer’s best terms from a cost or price and technical standpoint,
* If bids are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
* Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
* The MI will favourably evaluate a schedule, which shows earlier completion than the MI’s required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

# Ownership of tenders

MI reserves/funds ownership of all tenders received. As a consequence, tenderers will not be able to stipulate requirements that their tenders are to be returned.

1. **Opening of submitted tenders**

The tenders will be opened on 21 July 2020 at MI Office in Wau by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Tender evaluation

The criteria applied for the evaluation of suppliers will be

* the legal conformity,
* the price,
* the technical experiences,
* the compliance with technical specifications
* quality standards,
* the capacity to deliver
* delivery time and meet timeframes as specified.

The work will be awarded to the winning tenderer according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee and
* Contract will directly be issued to the selected supplier upon approval.
1. **Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

* 100% of shall be paid by the Malteser International 10 days after the invoices issued by the Contractor.

# B BILL OF QUANTITY

Supply and delivery of drugs to Mary Help Association in Wau in South Sudan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Description of goods or services (Requirements should be clearly specified)** | **Quantity** | **Unit** | **Unit price USD** | **Total USD** |
| 1 | Inj. Ceftriazone 1 gram | 1,000 | vials |   |   |
| 2 | Inj. Quinine 600mg  | 1,000 | ampoules |   |   |
| 3 | Quinine tabs 300mg | 5,000 | tabs |   |   |
| 4 | Benzyle penicillin inj 5 million IU | 3,000 | Vials |   |   |
| 5 | Cefixime 200mg | 300 | strips |   |   |
| 6 | Quinine syrup (100ml bottle) | 700 | bottle |   |   |
| 7 | Syringes 2 ml - (ordinary, not automatic lock) box of 100 | 50 | box |   |   |
| 8 | Inj Artesunate 120 mg | 800 | vials |   |   |
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| 41 | Inj diclofenac 75 mg | 300 | vials |   |   |
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| 52 | Weighing machine adults | 10 | pc |   |   |
| 53 | Pulse oxymetre finger | 3 | pc |   |   |
| 54 | Oxymetre, pulse handheld | 2 | pc |   |   |
| 55 | Suction apparatus | 2 | pc |   |   |
| 56 | Cannula 22G | 300 | pc |   |   |
| 57 | Naso gastric tube paediatric | 30 | pc |   |   |
| 58 | Infrared thermometer | 10 | pc |   |   |
| 59 | Oxygen mask adult with tubings | 10 | pc |   |   |
| 60 | Oxygen mask for paediatrics with tubings | 20 | pc |   |   |
| 61 | Dispensing bags (plastic, pack of 100) | 200 | pack |   |   |
| 62 | Doppler | 3 | pc |   |   |
| 63 | Transport to Wau  | 1 | lumpsum |   |   |
|  |  |  |  | **Total** |  |

On behalf of Malteser International: Date: 16 July 2020

Yours faithfully,



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